

May 23, 1949

MEMO TO: Dwight Milliren

CC: Jim Connell ✓
Jack Conley

SUBJECT: Setup Camp Kiwanis for Summer Camp 1949

With the knowledge of existing facilities and the potential for the development of necessary facilities to accommodate 150 boys with approximately a fourteen men staff, as well as at the most ten adult leaders, we need to have space accommodations for 175 persons at one time. It is necessary that such facilities as are now available, ~~all~~ should be made available, and must be prepared to accommodate boys, staff, and leaders by Sunday evening, June 26th, the opening date for the 1st Period for 1949.

AVAILABLE FOR SCOUTS:

5 quonsets holding 10 boys each	50	Persons
2 quonsets holding 14 boys each	28	"
1 Lone Troop Cabin holding 12 boys	12	"
8 Boys' Tents holding 4 each	32	"
4 Pyramid Tents holding 12 each	48	"
Total	170	Persons

LEADERS FACILITIES:

1 Tent in Troop campsite holding 2 each	2	Persons
Set up one tent at Pyramid Tent area to hold two persons	2	"
Total	4	Persons

Should it develop that more leaders are in camp, obviously that could be accommodated in the above facilities mentioned for the Scouts.

STAFF ACCOMMODATIONS:

5 Staff tents in old staff row holding 2 ea.	10	Persons
1 Waterfront tent holding 2	2	"
1 Director's tent holding 2	2	"
Cooks to be quartered at west end of dining hall		
1 Assistant Director's tent holding 2 ea.	2	"
Total	16	Persons

It is presumed that you, as well as Noble, will remain in your present facilities.

WHAT REMAINS TO BE DONE:

1. All quonsets to be painted with #23 new shade brown and trimmed with a buff trim. Materials already provided.
2. Screening to be placed on all Scouts and Leaders tents.
3. Such tents as are called for in the above which are not already set up should be placed on frames.
4. Screening to be painted with black screen enamel.
5. Double deck cots to be installed in all tents and quonsets with mattresses.
6. Screening on Dining Hall and Store to be painted with black screen enamel.
7. Place two single cots and mattresses in each of the staff row tents behind Lone Troop Cabin.

The above items represent an order of priority as well as could be determined in order to prepare camp for occupancy this summer.

The following items however are also necessary:

1. All rowboats brought outside and painted green.
2. Tarps to be put up on K.D. units on large campsite in new camp area.
3. All waterfront equipment to be painted red and white. (This can be done by Camp Staff during pre-camp week.)

GENERAL:

As has been our custom for the past several years it will be necessary to withdraw all mattresses from the Training Center except leaving consideration for one cabin of 18 persons in the Training Center. (It might be well to use the new mattresses we have in this cabin.

Ed Cain has already brought to camp the four canoes as well as oars which have been repainted and are now available.

Small supply of cedar has already been brought down for the camp and an additional supply will be brought down on the next truck trip.

A location should be determined on for a First Aid Station and it might even be desirable to take over the facilities of one small quonset for this purpose.

It should also be borne in mind that the wash house shower should be made available for boys throughout the summer.

KIWANIS SUMMER STAFF CAN:

1. Check over kerosene lanterns, fill and repair for use in all tents.
2. Place pails for washing purposes in all tents.
3. Police the entire new camp area as well as beach area before opening day.
4. Paint fire barrels red and labels same.
5. Remove cooking stoves from all tents. These should be stored in Q.M. shed until camp closing.

MISCELLANEOUS:

All logs brought together for that new log cabin. Should be stacked in a neat pile and staked to prevent their rolling and becoming scattered.

One Pyramid Tent is obviously undesirable because of holes and should be removed from frame before summer camp season opens. Might be well to send it in for repairs to the same point where we had the others repaired.

Then of course, it will be necessary to take out First Aid equipment left over from last year, tools for handicraft, hiking equipment, nature manuals for the use of camp setup.

IMPORTANT CONSIDERATION:

Obviously, extreme care to be given to making sure the water supply is frequently chlorinated and taken care of. It would be desirable if you would contact the well department through Mr. Romilly and arrange to have the well pipe sealed. The County Sanitary Engineer tells us to do this the pump would have to be raised approximately 18 inches in order to permit effective sealing of the well.

Best of regards

Jack M. Perz
Chief Camp Director

Mr Connell

June 1, 1949

MEMO TO: Executive Staff
Asst. Waterfront Staff
Asst. Ranger Staff
Commissioner Staff

SUBJECT: Camp Staff Training - June 3-4-5, 1949 at Camp Kiwanis

This memorandum should serve as a reminder to all of us that on this Friday, Saturday, & Sunday, June 3-4-5, 1949 we have our final camp staff training course which is intended for all of our two weeks staff.

We will be looking forward to seeing you out there in time for supper Friday evening. Training course will wind up shortly after lunch on Sunday. Obviously, it cannot be stressed too much the importance of the participation of all of us in this training program. For the old timers it's a chance to pass along experiences and ideas and helpful suggestions to our new men on our staff. For a lot of the new fellows it will be a chance to get acquainted and find out how it's done at our Chicago Scout Camps. There will be opportunities during the course of the training period for camp meetings by camp.

Administration Directors, Aquatic Directors, and Head Rangers will also be present for this staff training group as far as is possible. Some of these men are away at college at this particular time.

Bring with you your bedding and toilet articles. Your meals will be furnished and all necessary training program material will be provided.

Jack
Jack M. Perz
Chief Camp Director